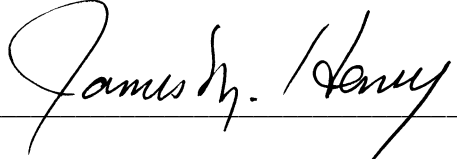
 <p style="text-align: center;"><b>POLICIES AND PROCEDURES</b></p> <p style="text-align: center;">State of Tennessee Department of Intellectual and Developmental Disabilities</p>	<p><b>Policy #: 100.1.15</b></p>	<p style="text-align: right;"><b>Page 1 of 2</b></p>
<p><b>Policy Type: Intermediate Care Facilities for Individuals with Intellectual Disabilities</b></p>	<p><b>Effective Date: November 27, 2012</b></p>	
<p><b>Approved by:</b></p> <p style="text-align: center;"></p> <p><b>Commissioner</b></p>	<p><b>Supersedes: N/A</b></p> <p><b>Last Review or Revision: N/A</b></p>	
<p><b>Subject: Staff Development</b></p>		

- I. **AUTHORITY:** Tennessee Code Annotated (T.C.A.) 4-3-2708, T.C.A. 71-5-105(12) (b), Section 1905(d) of the Social Security Act, and 42 C.F.R. Part 483.
- II. **PURPOSE:** It is the purpose of this policy to address requirements for staff development in order to provide safe and effective person-centered supports.
- III. **APPLICATION:** This policy is applicable to all employees, contract staff and volunteers who provide services and supports to persons residing in Department of Intellectual and Developmental Disabilities (hereinafter "Department" or "DIDD") Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICFs/IID), developmental centers, and the Harold Jordan Center (HJC).
- IV. **DEFINITIONS:**
  - A. **Inter – departmental** shall mean any transfer of staff between department ICFs/IID, developmental centers, and the HJC.
- V. **POLICY:** All DIDD ICFs/IID, developmental centers, and HJC shall guarantee staff has the training to ensure safe, effective and efficient supports for people supported. Standardized training requirements and specified curricula for staff providing support shall be maintained by the local staff development department. These specialized curricula shall be based on specific job duties. A wide array of staff development opportunities shall also be offered to achieve a balance between person-centered practices, health and safety, and effective utilization of resources. Training shall be provided through web-based learning, classroom or one-on-one instruction.
- VI. **PROCEDURES:**
  - A. There are two (2) phases of training which shall be successfully completed by staff within sixty (60) days of employment as outlined in the staff development plan approved by the central office Director of Staff and Provider Development (see provider or regional staff development plan).
    1. The first phase shall be completed prior to the staff person assuming full responsibility for providing direct supports to persons served.
    2. The second phase shall be completed within sixty (60) days of initial employment.
    3. Any DIDD ICF/IID, developmental center, or HJC staff successfully completing training prior to an inter-departmental transfer shall have that training validated by a staff development transcript.

Effective Date: November 27, 2012	Policy #: 100.1.15	Page 2 of 2
Subject: STAFF DEVELOPMENT		

- B. Based on responsibilities of staff, courses shall be assigned which enable him/her to perform duties effectively, efficiently and competently (see provider or regional staff development plan).
- C. Training courses shall be competency based. This means the learner has been deemed qualified or capable of demonstrating knowledge or skill in the area being taught. There are typically two ways to demonstrate competency: written tests or evaluations, and demonstration of skill acquisition. When using a test or evaluation, a score of at least eighty percent (80%) shall be required to confirm successful completion or competency. To verify competency using demonstration of skill acquisition, the instructor shall observe the learner performing the expected task or behavior to verify competency.
- D. After reasonable attempts to complete training or demonstrate competency have failed, corrective actions shall be initiated, which could include disciplinary action.
- E. Certification and/or recertification of Cardiopulmonary Resuscitation (CPR) and First Aid shall be obtained from a certified and approved entity or trainer using a classroom format as outlined in the provider or regional staff development plan.
- F. Continuing Training
  - 1. The need for additional training or staff development opportunities shall be reviewed and addressed annually by staff at the local staff development office.
  - 2. Staff may request or a supervisor may require an employee to complete additional training courses.
- G. Volunteers and Students
  - 1. Volunteers and students work in a non-pay status and are not considered calculating facility staffing ratios.
  - 2. All necessary training shall be directed toward the type of support to be provided.
  - 3. Training on abuse, neglect, and exploitation prevention and HIPAA shall be required for volunteers and students. As part of the HIPAA training, volunteers and students shall be required to sign a confidentiality statement.

VII. **ATTACHMENTS:** None